

6 September 1972

MEMORANDUM FOR: Chiefs of CS Divisions and Staffs

SUBJECT : Local Transportation for Visiting Dignitaries

1. The Office of Logistics quite frequently is called upon to furnish local transportation during both regular and off-duty working hours within the Metropolitan Washington area for visiting dignitaries and other official guests of senior Agency personnel. In order that this service may be rendered as efficiently as possible and to insure that there is the least possible chance of failure to recognize the dignitary or guest, the Director of Logistics asks that requesting offices:

a. Deliver written requests for service at least 24 hours before the mission is to be performed to the Office of the Chief, Logistics Services Division, OL, 4E06 Headquarters Building.

b. Identify the full name and street address of the hotel, club, or office building, and the exact time and place of pickup; i.e., the reception desk, information counter, street entrance, etc., as well as the specific details on the destination of the trip, the time of arrival desired at destination, and if return to hotel, etc. is required, the pickup time desired.

c. Include a physical description of the guest.

2. Every effort should be made to furnish an escort officer to ride with the motor pool chauffeur. Experience has shown that, particularly during rush-hour traffic, it is sometimes difficult for the chauffeur to find a convenient parking place where he may leave the car and endeavor to locate physically the guest. The presence of an "escort officer," in addition to facilitating recognition of the guest, will also allow most efficient contact and transportation.

[Redacted Signature Box]

Special Support Assistant/DDS

STATINTL